

ORDINANCE NO. **BG2016 – 3**

ORDINANCE AMENDING CODE OF ORDINANCES

ORDINANCE AMENDING CHAPTER 2
(ADMINISTRATION), SUBCHAPTER 2-6
(DEPARTMENT OF FINANCE) AND CHAPTER 25
(CODE OF ETHICS), SUBCHAPTER 25-12
(FINANCIAL DISCLOSURE) OF THE CITY OF
BOWLING GREEN CODE OF ORDINANCES TO
MAKE ADMINISTRATIVE REVISIONS

WHEREAS, recently the Finance Department was reorganized to establish the position of Assistant Chief Financial Officer; and,

WHEREAS, it is in the best interest of the City to approve these revisions in Chapter 2 and Chapter 25 to align with the Department's new organizational structure.

NOW, THEREFORE, BE IT ORDAINED by the City of Bowling Green, Kentucky as follows:

1. Chapter 2 (Administration), Subchapter 2-6 (Department of Finance) is hereby amended as follows:

2-6 DEPARTMENT OF FINANCE.

2-6.01 Chief Financial Officer.

a. The Chief Financial Officer shall be in charge of the Department of Finance subject to the supervision of the City Manager. The Chief Financial Officer, with the assistance of the Assistant Chief Financial Officer(s), shall be responsible for the general supervision of all financial affairs of the City, including but not with limitation nor restriction, accounting, auditing, financial reporting, multi-year financial forecasting and custodianship of receipts and expenditures, tax assessment, billing and collection, payroll activities and all other related duties as may be required.

b. The Chief Financial Officer is also hereby designated as the City Treasurer for the City of Bowling Green and shall be responsible for the performance of all acts and

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duties assigned to the City Treasurer by State law, ordinances and City regulations, including the preparation of budgetary revenue forecasts and monitoring revenue estimates against actual collections.

2-6.02 Treasury Division.

The Treasury Division, managed by the Assistant Chief Financial Officer, shall be responsible for the collection and recording of all City receipts, including occupational license fees, property taxes, special assessments, transient room taxes and other miscellaneous municipal receipts.

2-6.03 License Division.

The License Division, managed by the Occupational License Manager, shall be responsible for the registration of individuals, partnerships, limited liability companies, corporations, and other entities undertaking business activity inside the corporate limits of the City and enforcing the City's occupational license fee codes, including the billing and auditing of employee withholding taxes and net profit license fees. This Division also works with the Alcoholic Beverage Control Administrator in the collection of all alcohol license fees. [~~The Occupational License Manager shall be responsible for the daily operations of the License Division.~~]

2-6.04 Accounting and Payroll Division.

The Accounting and Payroll Division, managed by the Assistant Chief Financial Officer, shall provide the necessary accounting controls for all City departments and manage the City's compensation systems, including the distribution of payroll checks and/or direct deposits, processing related payments and processing special payrolls, and serving as plan administrator for the closed Police and Firefighter's Retirement Fund. The [~~Comptroller~~] Division shall be responsible for the daily operation and management of the City's accounting and payroll activities, plus maintaining the official general ledger, including accounting entries, budget transfers, budget amendments, bank reconciliations and financial reporting.

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2. Chapter 25 (Code of Ethics), Subchapter 25-12 (Financial Disclosure) is hereby amended as follows:

25-12 FINANCIAL DISCLOSURE.

1. The following classes of public officials and employees of the City [~~and city agencies~~] shall file an annual statement of financial interests with the Board of Ethics:

- A. Elected city officials.
- B. City Manager and Department heads.
- C. Assistant City Manager/City Clerk.
- D. [~~Comptroller~~] Assistant Chief Financial Officer(s).
- E. Internal Auditor.
- F. Candidates for elected office.

2. Members of the board of the appropriate city agencies, as defined in Section 25-2 above, and members of the boards of any other entity that receives State or Federal money through the City of Bowling Green will be required to sign a sworn Conflict of Interest Statement. This statement will note that some board members, because of their interest in that particular board, property of ownership, business interests and other reasons may gain personal or professional benefits from their service to that board. The statement will also require the board member to state that neither they nor any member of their family shall derive any benefit or profit from inside information obtained in closed sessions of that board. The board member shall further be required to disclose in open session meetings any potential conflict of interest regarding an issue before the board, abstain from any discussion on that issue, leave the meeting room prior to any closed session on that issue and shall abstain from voting on that issue.

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3. The provisions of this Ordinance are hereby declared to be severable, and if any

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section, phrase or provision shall for any reason be declared invalid, such declaration of invalidity shall not affect the validity of the remainder of this Ordinance.

4. All prior Municipal Orders or Ordinances or parts of any Municipal Order or Ordinance in conflict herewith are hereby repealed.

5. This Ordinance is adopted pursuant to KRS 83A.060 in that it was introduced on January 5, 2016, and given final reading on January 19, 2016, and said Ordinance shall be in full force and effect upon signature, recordation and publication in summary pursuant to KRS Chapter 424.

ADOPTED: January 19, 2016

APPROVED: Bruce Wilkerson
Mayor, Chairman of Board of Commissioners

ATTEST: Kate Schaller Ward
City Clerk

SPONSORED BY: Kevin D. DeFebbo, City Manager, 12/18/2015, 10:00 a.m.